SKILLS & LEARNING
Adult Community Education

A Non-Levy Paying Employer's Journey

www.skillsandlearningace.com

You are a small/ medium enterprise (SME) employer and would like to employ an Apprentice

Due to your annual wages bill being less than £3 m, you are classed as a non-levy paying employer.

Using the co-investment model you contribute just 5% of the cost of training and the Government will pay 95%

When you are ready to employ an apprentice, contact Training Providers from the list at: https://roatp.apprenticeships.sfa.bis.gov.uk/download.

You and your training provider could receive additional incentives e.g £1,000 for employing a 16-18 year old apprentice or one 19-24 with EHCP (*Education, Health and Care plans*)

Choose one Training Provider to work with. They will help co-ordinate the funding and delivery of your Apprenticeship (s) and help find an organisation to undertake the end point assessment.

You will decide, with your Training Provider, the level and type of Apprenticeship training according to the job role. There are a number of routes and your Training Provider can help you identify which are most relevant to your industry or employment sector.

Agree on the cost of each Apprenticeship Training with your training provider (of which you will pay 5% of the costs) and the duration of each programme (a minimum of 15 months at level 2) For example, the maximum cost for the Business Administrator apprenticeship training at level 2 is £2000, which means that at 5% your contribution payable monthly over 15 months is less than £7 per month.

You could recruit new apprentices and/or put some existing staff in new roles using the Apprenticeship route for matching skills gaps and ensuring company resilience.

Run the Apprenticeship (s). The training provider is paid on a monthly basis and 20% is held back for end point assessment.

You will get regular reviews of the progress and when the Apprentice passes the end assessment, you have succeeded together. So what next? Further development at the next level ? Or a new appren-

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